

DVR Service Provider

Online Account Checklist 2019 Updates

- ☐ Review/update Counties/Communities Served within Details Page
- ☐ Update/Inactivate Service Locations within Service Provider Online Account
 - ☐ At least one Service Location per county served
- ☐ Update/Review All Active Personnel and Subcontractor Profiles:
 - ☐ Locations Served
 - ☐ Employment Type (FT/PT)
 - ☐ Services Provided
 - ☐ CBC dates to 2019
 - ☐ Trainings: https://dwd.wisconsin.gov/dvr/service_providers/training.htm
 - ☐ Technical Specifications-required only once
 - ☐ 2019 IT Security Awareness-required annually*
 - ☐ Ethics-required every 5 years*

***IT Security Awareness training completion date must be 04/30/2019 or after.**

***Active personnel and subcontractors with an Ethics training completion date older than five years will be required to complete a new Ethics training. Please ensure that each personnel/subcontractor's Ethics training completion date remains in compliance throughout the service agreement term.**

- ☐ Enter Effective End Dates for inactive Personnel and Subcontractors: Upon entry, DVR Contract Specialist is notified about staff with any level of Web Access that leave agency

Documentation to DVR:

- ☐ Criminal Background Checks*
- ☐ Vocational Evaluation Certifications (if applicable)

* Send copies to the DVR Contract Specialist **only** if a new criminal conviction has occurred since last year's report for any existing personnel and/or subcontractors that could be

considered substantially related per DVR CBC Guidance:

https://dwd.wisconsin.gov/dvr/service_providers/criminal_background_policy.pdf

CBC reports should be sent to DVR throughout the year when new personnel/sub contractors are added to online provider account regardless of findings.

Keep on file for all personnel/subcontractors listed in online provider account.

Resources:

Agreement References:

https://dwd.wisconsin.gov/dvr/service_providers/agreement_references/default.htm

Change to Name/Tax ID/Address:

https://dwd.wisconsin.gov/dwd/publications/dvr/pdf/dvr_18350_p.pdf

Chronological Announcements for DVR Service Providers:

https://dwd.wisconsin.gov/dvr/service_providers/announcements/default.htm

Online Agreement Tools:

https://dwd.wisconsin.gov/dvr/service_providers/agreement_tools/default.htm

Online Service Provider Account Log-in:

<https://webapps.dwd.state.wi.us/dvrserviceprovider/>